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CODIS OPERATING POLICIES AND PROCEDURES MANUAL	Issue No.: 3
	Effective Date: 17-June-2005
<p>2 CODIS SYSTEM ADMINISTRATION</p> <p>2.1 The Virginia CODIS system is managed by a designated system administrator in each of the four laboratories. These individuals shall have the appropriate training on the operation and management of the CODIS system, including at a minimum the completion of the CODIS User Training Class provided by the FBI and the FBI's contractor.</p> <p>2.1.1 The Local CODIS System Administrator of each regional laboratory ensures the normal day-to-day operation of the CODIS system in that laboratory.</p> <p>2.1.1.1 This individual is responsible for installing periodic software upgrades, conducting prompt and accurate uploads of data to SDIS, conducting training of CODIS users in that laboratory, maintaining the security and integrity of data in the CODIS system, managing data backup in the CODIS system, and communicating with the State CODIS System Administrator and the FBI's contractor personnel to resolve routine problems.</p> <p>2.1.1.2 This individual is responsible for informing the State CODIS System Administrator promptly of any serious issues that impact the normal operation of the CODIS system in that laboratory. If the situation warrants, the Local System Administrator can recommend to the State CODIS System Administrator that the data entry and/or data upload from that laboratory be temporarily suspended pending resolution of a problem.</p> <p>2.1.1.3 In addition to specific duties described elsewhere in this document, the Local CODIS System Administrator is also responsible for the maintenance of the CODIS system in that laboratory. This includes duties such as activating and deactivating CODIS users, granting user privileges, deleting and changing specimen information, adding or changing loci and allele designations, and implementing configuration changes to Popstats and Searcher.</p> <p>2.1.1.4 The Local CODIS System Administrator of each laboratory has one designated individual to serve as a backup and to assist in the administration of the CODIS system in that laboratory. This individual, after receiving training by the Administrator, shall assist the primary Administrator in performing aspects of the above duties such as, but not limited to, data backup, data upload, and communication with the State CODIS System Administrator and the FBI's contractor personnel. It is desirable (not required) for this backup individual to complete the CODIS User Training Class provided by the FBI and the FBI's contractor.</p> <p>2.1.2 The State CODIS System Administrator shall be located in the Central Laboratory and is responsible for the overall operation of the entire Virginia CODIS system. This individual shall have the appropriate training on the operation and management of the CODIS system statewide, including at a minimum the completion of the CODIS User Training Class provided by the FBI and the FBI's contractor. This individual will attend periodic retraining with the FBI or the FBI's contractor as the CODIS software is upgraded.</p> <p>2.1.2.1 In addition to functioning as the Local CODIS System Administrator for the Central Laboratory, this individual acts as the official liaison with FBI/FBI's contractor</p>	

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<p>personnel on major CODIS issues, communicates with FBI/FBI's contractor personnel to resolve SDIS problems, advises Division management on current and future issues that affect the Virginia CODIS system, recommends section policy changes related to the operation and use of CODIS, plans and implements periodic software and hardware upgrades to the Virginia CODIS system, transfers data to NDIS and communicates with NDIS personnel, communicates with personnel from other states on CODIS issues, provides training to Local CODIS System Administrators when necessary, and coordinates periodic beta-testing of new versions of the CODIS software when requested by the FBI. If a situation arises that affects the reliability of the data and function of CODIS, the State System Administrator has the authority to temporarily suspend the operation of the CODIS system statewide pending resolution of the problem.</p> <p>2.1.2.2 The State CODIS System Administrator has a designated individual to serve as a backup and to assist with the administration of CODIS in the Central Laboratory as well as the entire Virginia CODIS system. This individual, after receiving training by the Administrator, shall routinely assist in performing aspects of the above duties such as, but not limited to, data backup, data upload, and communication with the Local CODIS System Administrators and the FBI's contractor personnel. At the earliest opportunity possible, this individual shall complete the CODIS User Training Class provided by the FBI and the FBI's contractor.</p> <p style="text-align: right;">◆END</p>	